



## Commonwealth of Virginia Wetland Delineator Examinations

### INTRODUCTION

The Candidate Information Bulletin (CIB) is intended for your use in the preparation for and understanding of the process and procedure pursuant to your certification. The CIB pertains to the Virginia Wetland Delineator Examination Program.

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Professional Soil Scientists, Wetland Professionals, and Geologists is responsible for certification and regulation of the profession.

The Board through DPOR requires an application for certification, as well as the use of a variety of other forms for Board review and approval. You may download this information at [www.dpor.virginia.gov](http://www.dpor.virginia.gov). Please follow the procedures as outlined or contact the Board office for the necessary forms, and questions concerning the application or eligibility process at:

DPOR  
Perimeter Center, Suite 400  
9960 Mayland Drive  
Richmond, VA 23233  
Phone: 804-367-8506  
Fax: 804-527-4294

### EXAMINATION PROCESS

#### Steps to Testing

1. Download Application Form from DPOR website at: [www.dpor.virginia.gov](http://www.dpor.virginia.gov) or contact the Board at 804-367-8506.
2. Complete Application Form with other requirements and forward to the Board office at least 90 days prior to the examination.
3. If approved for the exam, you will receive an Approval Letter from the Board.
4. Schedule/Admission Letter will be mailed to the candidate approximately five (5) days following the examination fee deadline.

### **Special Accommodations**

If you have a disability under the Americans with Disabilities Act (ADA) and may require some accommodation in taking this examination, please follow the procedures as outlined in your approval letter. ADA Accommodation Request Forms must be returned to the Office of Education and Examinations with supporting documentation explained in the ADA Accommodation Request Form. Request for accommodations must be received no later than 30 days prior to the examination date.

You will be notified by DPOR of the accommodations granted. In making your request, please allow sufficient time for your paperwork to be evaluated and a determination to be made.

Please note: A language barrier is not considered a disability.

### **Examination Schedule**

The following table lists the examination dates and examination fee deadlines.

Exam Date	Deadline Date
February 9, 2018	January 9, 2018
August 10, 2018	July 10, 2018

Deadline dates are based on receipt of completed application and fee and not by postmark date.

### **Test Site and Reporting Time**

Examinations are administered at the Department of Professional and Occupational Regulation, Perimeter Center, Suite 400, 9960 Mayland Drive, Richmond, VA 23233. Exact test reporting time will be provided in your admission documentation. A map to the site with a memo on parking will also be provided. It is also suggested that you visit a website for driving directions from where you are in relation to the test site.

### **Refund and Rescheduling Policy**

Candidates will have until the exam fee deadline to request to cancel an examination without forfeiting the examination fee. The request must be in writing and forwarded to the Office of Education and Examinations. Requests after the deadline will only be approved if there is an extenuating circumstance and proper documentation is provided, such as military orders, illness, death in the family, etc. Job requirements, planned vacations, lack of study time, etc. are not considered extenuating circumstances.

It is your responsibility to contact DPOR prior to the test date if you have not received your admission documentation. DPOR has no control over the U.S. mail. If you do not appear for testing, you will forfeit your examination fee.

### **Environmental Distracters**

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distracter. It is suggested that if you are sensitive to noise or temperature variations, you may want to bring earplugs and wear types of dress that can help you to adapt to a cooler or warmer climate in the examination room.

## **Emergency Policy**

In the event of inclement weather or another emergency, an examination may be cancelled or delayed. If cancelled, the examination will be rescheduled as soon as possible and candidates will be notified.

## **Admission Requirements**

1. You must present your admission letter and one form of identification with a photograph and your signature (i.e. drivers license, school or work identification card, or passport) in order to be admitted to the examination room.
2. The identification must be current and clearly recognizable or you may not be admitted to test.
3. Candidates are required to complete and sign the Examination Site Conduct Agreement Form prior to taking the examination.
4. It is your responsibility to be at the examination site on time. Candidates will not be permitted into the examination room after the announcements have begun. It is strongly suggested that you visit the site before the day of the exam so you are familiar with the route and the needed time.
5. There is unlimited parking in the lot in front of the building. Parking is on a first-come, first serve basis. Candidates will not be allowed to leave the examination site during the administration of the examination to move a vehicle. There are also several handicap access parking spaces with no time limit on their use by vehicles displaying the appropriate handicapped parking access signage or license plates.

## **Items for Use in Examination Room**

The Wetland Delineator Examination is a closed book examination.

- You should bring #2 pencils with an eraser.
- Calculators are to be non-printing, battery-operated or self-powered calculators. Calculators must be quiet and must not require an electrical outlet.
- Calculators that might compromise the security of the examination or the examination process are not permitted. Calculators with word processing capability (alpha keyboards) are not permitted. A calculator is to be used primarily for addition, subtraction, multiplication, division, and square root calculations. The calculator, if it has the capability, may be used to obtain trigonometric and logarithmic functions in lieu of using tables. No other additional formulas or study material or information may be programmed or stored in the memory of the calculator before, during or after the examination. Examiners will check calculators. Please take time before arriving at the examination to see that your calculator is working properly.
- All items brought to the test site will be the candidate's sole responsibility. The Board and the facility will not be held responsible for any lost, misplaced and/or stolen items.

### **Items Prohibited in Examination Room**

You may not have alcoholic beverages and electronic devices including but not limited to cellular phones, personal digital assistants (PDAs), USB drives, cameras, voice recorders, digital watches, computers of any type, mp3 players, and spyware devices in the examination room.

If any of the aforementioned items are found in the possession of a candidate, the Examiner will collect it until the end of the examination and a report will be written documenting the incident to the Board.

Electronic devices that are a medical necessity are permitted.

Hats, caps, visors (with the exception of religious apparel), shawls, and hooded clothing are not permitted in the examination room. All tobacco products, electronic smoking devices, food, pens, highlighters, and good luck items are not permitted in the examination room.

Non-alcoholic drinks are permitted if in a closed container, i.e. a bottle or mug with a lid. Drinks must be kept on the floor and not on the desktop.

### **Security Guidelines**

The Commonwealth of Virginia copyrights all test questions. Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful. Removal of an examination booklet, answer sheet or other confidential material supplied to you at the test site is prohibited.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment is sufficient cause for you to be expelled from the examination room. All such irregularities will be reported to the Board and may affect certification.

No visitors, guests or children are permitted in the examination room.

## **EXAMINATION CONTENT**

### **Wetland Delineator Examination**

The examination will contain 100 multiple-choice test questions and is closed book. The test will be three hours in length. The Content Outline, including content area and percentage of questions, is as follows:

#### **Content Outline**

##### **Hydric Soils                    15%**

A soil that is formed under conditions of saturation, flooding or ponding long enough during the growing season to develop anaerobic conditions in the upper part

##### **Hydrophytic Vegetation                    15%**

The sum total of macrophytic plant life growing in water or in a substrate that is at least periodically deficient in oxygen as a result of excessive water content

**Wetland Hydrology** 15%

Ponded, flooded or saturated for long to very long periods of time during the growing season

**Atypical/Problem Area Situations** 15%

As used herein, this term refers to areas in which one or more parameters (vegetation, soils, and/or hydrology) have been sufficiently altered by recent human activities or natural events to preclude the presence of wetland indicators of the parameter.

**Synthesis** 40%

Real world applications, problem solving skills, techniques, charts, graphs, maps, situational groupings; to include Wetland Determination: the process or procedure by which an area is adjudged a wetland or non-wetland.

**Within the above Content Areas, questions will refer to Tidal and Non-Tidal Concepts.**

Candidate comment forms will be available at the test site in the event that you wish to comment on a particular test question. Please request a form from the proctor at the completion of your testing session.

**Scoring and Reporting**

There is no penalty for guessing so it is to your advantage to guess if you are unsure of the correct response. A minimum scaled score of 75 must be obtained in order to achieve a passing score. Candidates will be notified of passing or failing the examination, but shall not be notified of actual scores. The Office of Education and Examinations will notify you of your results approximately four weeks following the examination.

Examination results are confidential and will not be released over the phone.

**References**

It is strongly recommended that all candidates download the current codes and regulations.

Board for Professional Soil Scientists, Wetland Professionals, and Geologists Statutes and Regulations, 18VAC145-30-140 to 18VAC 145-30-150 [www.dpor.virginia.gov](http://www.dpor.virginia.gov)

Code of Virginia §28.2-1300 to §28.2-1320  
<http://law.lis.virginia.gov/vacode/title28.2/chapter13/>

Code of Virginia §54.1-2200 to §54.1-2208  
<http://law.lis.virginia.gov/vacode/title54.1/chapter22/>

**1987 Manual**

Environmental Laboratory. 1987. *Corps of Engineers Wetlands Delineation Manual*. Technical Report Y-87-I, U.S. Army Engineer Waterways Experiment Station, Vicksburg MS.

<http://www.cpe.rutgers.edu/Wetlands/1987-Army-Corps-Wetlands-Delineation-Manual.pdf>

### **Regional Supplements**

U.S. Army Corps of Engineers. 2010. *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region* (Version 2.0), ed. J. S. Wakeley, R. W. Lichvar, and C. V. Noble. ERDC/EL TR-10-20. Vicksburg, MS: U.S. Army Engineer Research and Development Center.

U.S. Army Corps of Engineers. 2012. *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region* (Version 2.0), ed. J. F. Berkowitz, J. S. Wakeley, R. W. Lichvar, C. V. Noble. ERDC/EL TR-12-9. Vicksburg, MS: U.S. Army Engineer Research and Development Center.

### **National Wetland Plant List**

U.S. Army Corps of Engineers. 2014. *National Wetland Plant List*, version 3.2. [http://wetland\\_plants.usace.army.mil/](http://wetland_plants.usace.army.mil/) U.S. Army Corps of Engineers, Engineer Research and Development Center Cold Regions Research and Engineering Laboratory, Hanover, NH.

### **NTCHS Field Indicators of Hydric Soils**

United States Department of Agriculture, Natural Resources Conservation Service. 2010. *Field Indicators of Hydric Soils in the United States*, Version 7.0. L.M. Vasilas, G.W. Hurt, and C.V. Noble (eds.). USDA, NRCS, in cooperation with the National Technical Committee for Hydric Soils.

### **Other References**

Munsell Soil Color Charts.

<http://munsell.com/color-products/color-communications-products/environmental-color-communication/munsell-soil-color-charts/>

Cowardin, L.M., V. Carter, F.C. Golet, E.T. LaRoe. 1979. *Classification of Wetlands and Deepwater Habitats of the United States*. U.S. Department of the Interior, Fish and Wildlife Service, Washington, D.C. <http://www.fws.gov/wetlands/documents/classification-of-wetlands-and-deepwater-habitats-of-the-united-states.pdf>

*Wetlands Guidelines*. Prepared by The Department of Wetlands Ecology, Virginia Institute of Marine Science, College of William and Mary and The Habitat Management Division, Virginia Marine Resources Commission. Developed Pursuant to Chapter 13 of Title 28.2, Code of Virginia. Reprinted September 1993  
[http://mrc.virginia.gov/regulations/wetlands\\_guidelines.pdf](http://mrc.virginia.gov/regulations/wetlands_guidelines.pdf)